

Evaluation Tool Subcommittee

MINUTES

DATE 5-19-16

START TIME 10:00AM

MEETING CALLED BY	Amanda Borta
NOTE TAKER	David Melnick
ATTENDEES	<p>Present: Kathy Wilson, David Melnick, Adriana Camarda, Otha Gaston, Keith Richardson, Perry Vietti, Mande Russell, Melvin Alexander</p> <p>Absent: Billy Sharpe; Kyu Yup Kim; Sherri Allen Reeves</p> <p>Guests: Debbie Culpepper</p> <p>Staff: Amanda Borta</p>

Agenda topics

REVIEW AND APPROVAL OF AGENDA AND MINUTES	Perry motions, Keith seconds, approved.
2016 EVALUATION PROCESS UPDATE	Final project that did not submit was denied by collaborative applicant committee, will appeal to board appeals committee. Majority of appeals have been denied through collaborative applicant committee. One threshold question situation was brought to collaborative applicant committee and was approved. No points were awarded in this part of appeal process. Amanda Borta will put out report in next couple months
2016 SITE VISIT PROCESS	10 projects have been notified, informational session lunch scheduled. First training for client engagement for LEC is today, 5/19. Reach out to SPC, got ~30 responses. Service providers are looking for feedback from the 3 low scorers from last year (who did better this year). Feedback forms or looking at the actual results of the evaluation to see where improvements occurred.
DOCUMENT 101	<p>Agency and Project split so that agencies don't have to submit full documents for every single project.</p> <p>Project Component: All threshold questions need to be met in order to receive funding. Project component won't be scored. Some projects have lost funding based on these. Mostly HUD requirements. DV project don't participate in HMIS for confidentiality reasons. Program models chart defines requirements for each project type, most often people are breaking rules without knowing it.</p> <p>Project certification checklist – used to be submitted, but now a check list that can be checked by All Chicago during site visit. No points awarded for this section. This is informational and used for facilitating training and TA.</p> <p>Project Operations – HUD requirements. Spending money was an issue with long term rental assistance. Recent change required LTRA to submit Evaluation Instrument so change in LRTA requirement only happened this past year. For match, goal is 1.5:1 over entire CoC.</p> <p>HMIS – are you meeting data quality standards?</p> <p>Leading Practices – is your project "Housing First". HUD Priority</p> <p>System Priorities – look at populations that HUD prioritizes, and what as we as a continuum prioritize. Some are from HMIS, some are from project report. Households instead of individuals so PSH projects with HoH with disability but nobody else in family get scored appropriately</p> <p>Project Performance and Outcomes – Housing and Income, prioritized by HUD. Questions came from Program Models Chart, Program Models Chart match requirements from HUD.</p> <p>Agency Component: Threshold Questions – fiscal health, lived experience on board. 6 month went to 9 month for audit requirement</p> <p>Additional Financial Review – review other basic money stuff, check which agencies are in financial trouble. Other HUD</p>

	<p>requirements. Ask about grant execution because money can be reallocated within CoC if a project doesn't want it</p> <p>Agency Certification and Site Visit Requirements – Not scored, but informational similar to project component</p> <p>Agency Governance – participate in CoC stuff. Committee names need to be updated.</p> <p>Consumer Focus and Representation – want to know if formerly homeless and currently homeless have input in agency</p>	
<p>NEXT STEPS</p>	<p>How do we want to tackle updating this document? Groups? All as one? Wait for report/survey from Amanda? Can we work on some of the basics next meeting before report/survey is prepared. Make sure there is time to update the Instruction Manual/Worksheet/Submission Policies. Next meeting, start to look at some of the questions that we've already flagged. Next meeting 6/16 at 219 W Chicago 4th floor. No parking available.</p>	
<p>ADJOURNMENT:</p>	<p>MINUTES SUBMITTED BY:</p>	<p>APPROVED BY:</p>
<p>11:00am</p>	<p>David</p>	